



HABILITATION SERVICES



Vendorization Process

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Title 17 Requirements



- ◆ All existing Title 17 vendorization regulations that apply to regional center service providers are applicable to habilitation programs.
 - Vendorization
 - Service provider accountability (Audits)
 - SIRs
 - Fair Hearing process

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All Other Existing Title 17 Requirements for Regional Center Habilitation Vendors

- ◆ Habilitation Vendors must also comply with Sections 58800 through 58922
- ◆ Approximately 30 providers have never been vendored with a regional center.

Additional Requirements in Title 17

- CARF
 - All providers shall apply for accreditation by CARF within 3 years of vendorization.
 - All providers shall be accredited within 4 years of the first Date of vendorization.
 - All providers must maintain DOR certification until accredited by CARF.

Additional Requirements in Title 17

- Accreditation

- Accredited applicants shall submit copies of their last accreditation report to the regional center and indicate the date their next accreditation review is due.

- Certification

- Applicants not already accredited shall supply evidence of certification by DOR.

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T17 Requirements Unique to SEP-Individual Placement

- ◆ Allowable Services:

- Job Coaching

- Job skill training
- Employer Advocacy
- Consumer and/or family counseling related to work

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Service Codes and Sub Codes

- Habilitation Services shall be vendored under one of the following categories:
 - Work Activity Program (WAP)
 - ◆ Service code 954
 - Supported Employment Program Individual Placement (SEP IP)
 - ◆ SEP-IP Service Code 952
 - Supported Employment Program Group Placement (SEP GP)
 - ◆ SEP-GP Service Code 950

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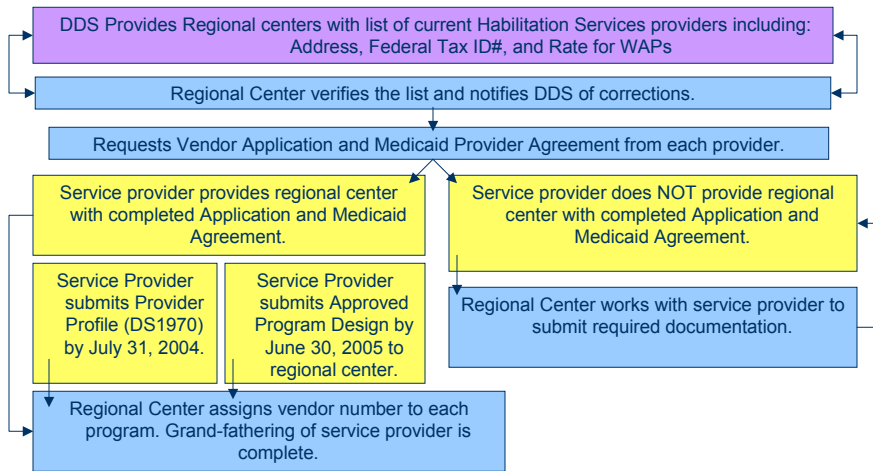
Service Codes and Sub Codes

- Sub codes only available when DOR is under Order of Selection and regional center consumers are impacted
 - Intake (IP and GP) Sub code 001
 - Placement (IP) Sub code 002
 - Retention (IP) Sub code 003
 - Intensive Services (IP and GP) Sub code 004

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Habilitation Services Flow Chart

Vendorization of Existing Service Providers



NOTE: There are 3 distinct services within Habilitation services. Each service provider may provide one or all 3 services. A vendor number is assigned to each WAP, SEP IP and SEP GP program.

Grandfathering Requirements

- ◆ Current providers will be vendored effective July 1, 2004 as long as the following are submitted to the vendoring regional center:
 - Vendor Application, Form DS 1890
 - A signed Home and Community Based-Services Provider Agreement (Identified in regulations as Medi-Cal Program Provider Agreement Claim Certification).

Grandfathering Requirements

- ◆ Providers are to submit the following to the vendoring regional center by July 31, 2004.
 - Copies of last accreditation report indicating the date their next accreditation review is due.
 - Form DS 1970(s) with a copy to the Department.

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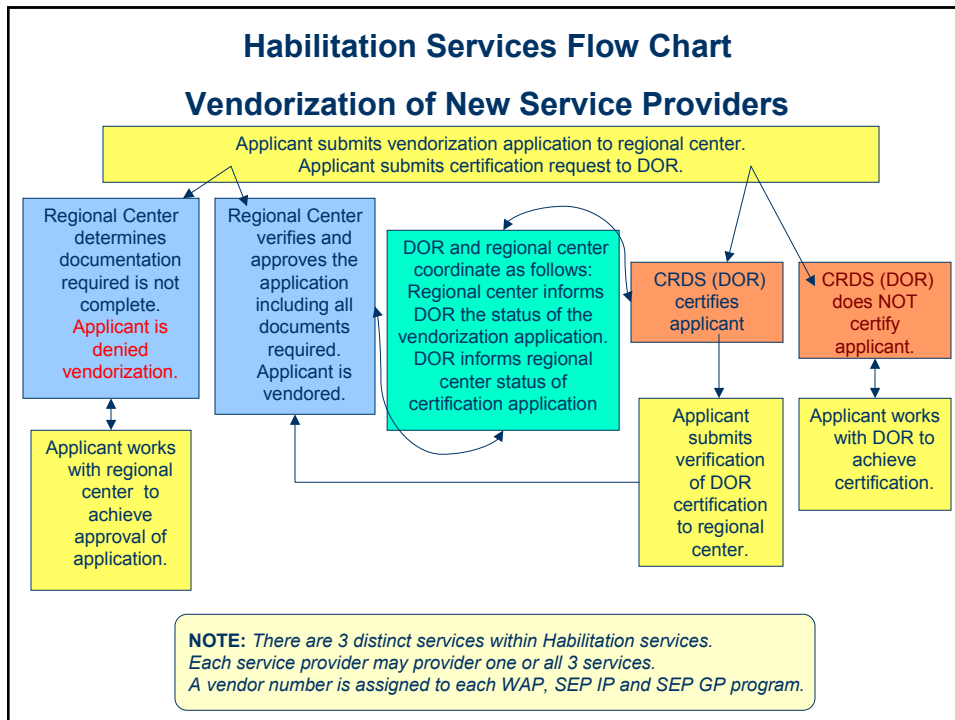
STATE OF CALIFORNIA DEPARTMENT OF DEVELOPMENTAL SERVICES									
Annual Habilitation Services Vendor Profile									
DS 1970 WAP March 1, 2004 TYPE OR PRINT LEGIBLY (SEE INSTRUCTIONS ON REVERSE)									
WORK ACTIVITY PROGRAMS (WAP) (General Information)									
Provider Information									
Provider Name:					DDS		DOR Facility #:		
Doing Business As:					Service Codes vendored to provide:				
Program Address			Program Contact Person:			Program Phone Number:		Program Contact e-mail:	
Administrative Information (if different from above)									
Administrative Address:			Administrative Contact:			Administrative Phone:		Administrative e-mail:	
Accreditation/Certification Information:									
DOR Certification expiration Date (if applicable):			CARF Accreditation Expiration Date (if applicable):			Length of last CARF Accreditation:			
WORK ACTIVITY PROGRAM SPECIFIC INFORMATION									
Vendoring Regional Center:			Utilizing Regional Centers: (list all)			Utilizing DOR Districts: (list all)			
Program Day	Start time	Stop time	Lunch break length			Total Program Hours			
Number of Consumers currently funded by Habilitation Services:			Number of Consumers currently funded by VRWAP:			Other Funding sources: (e.g. school/transition programs)			
Vendor's Average Consumer Percentage of Paid Work (Specific 3 months)			Vendor's Average Consumer Productivity (same 3 months)			Vendor's Average Consumer wage (same 3 months)			
Vendor's Number of consumers with Productivity Less than 10			Languages spoken by Direct Service Staff			Number of Supervisors (consumers)			
						Number of Consumers each Supervisor Supervises		#DIV/0!	
List Types of Contract work (e.g. Mail services, packaging, assembly, etc.)									
Other DOR provided services (e.g. Personal Vocational Social Adjustment, Work Evaluation, etc.)									
Other Regional Center vendored services (e.g. DTAC, Social Recreation, etc.)									
Provide a brief narrative of program's philosophy and services provided to help consumers maximize their vocational skills.									

SUPPORTED EMPLOYMENT(SEP) - Individual Placement (General Information)

Vendor Information			
Vendor Name:		DOR Facility #:	DDS Vendor #:
Doing Business As:		Service Codes vendored to provide:	
Program Address	Program Contact Person:	Program Phone Number:	Program Contact e-mail:
Administrative Information (if different from above)			
Administrative Address:	Administrative Contact:	Administrative Phone:	Administrative e-mail:
Accreditation/Certification Information:			
DOR Certification expiration Date (if applicable):		CARF Accreditation Expiration Date (if applicable):	Length of last CARF Accreditation:
SEP Individual Placement SPECIFIC INFORMATION			As of Date:
Vendoring Regional Center:	Utilizing Regional Centers: (list all)		
Utilizing DOR Districts: (list all)			
Current Number of Job Developerson staff:		Current Number of Job Coaches on staff:	
Consumer Data:			
Total Number of Consumers currently receiving Job Coaching Support:		Number of Consumers funded by VR (last 12 months) for: _____ Intake _____ Placement (Job Development) _____ Retention	
Number of Consumers currently receiving Job Coaching Support funded by Vocational Rehabilitation (Intensive Svs):	Number of Consumers currently receiving Job Coaching Support funded by Habilitation (Extended Svs):	Number of Consumers in Job Development:	Average Consumer hours worked a month:
Percentage of consumers receiving benefits:	List type of Consumer benefits: (i.e. paid vacation, paid sick leave, medical, dental, etc.)		
Provide a brief narrative of the programs philosophy and services provided to help consumers maximize their vocational skills.			

SUPPORTED EMPLOYMENT(SEP) - Group Placement (General Information)

Vendor Information			
Vendor Name:		DOR Facility #:	DDS Vendor #:
Doing Business As:		Service Codes vendored to provide:	
Program Address	Program Contact Person:	Program Phone Number:	Program Contact e-mail:
Administrative Information (if different from above)			
Administrative Address:	Administrative Contact:	Administrative Phone:	Administrative e-mail:
Accreditation/Certification Information:			
DOR Certification expiration Date (if applicable):		CARF Accreditation Expiration Date (if applicable):	Length of last CARF Accreditation:
SEP Group Placement SPECIFIC INFORMATION			As of Date:
Vendoring Regional Center:	Utilizing Regional Centers: (list all)		
Utilizing DOR Districts: (list all)			
Current Number of Job Developers on staff:		Current Number of Job Coaches on staff:	
Consumer Data:			
Total Number of Consumers currently receiving Job Coaching Support:		Number of Consumers currently receiving Job Coaching Support funded by:	
Number of Consumers funded by VR (last 12 months) for: _____ Intake _____ Group Placement (Pending)		Number of Groups:	_____ Vocational Rehabilitation (Intensive Svs) _____ Habilitation (Extended Svs):
Situational Assessments			
Current job types supported by program: (List)	Average number of consumers/group:	Average Consumer hours worked a month:	Average Consumer wage/hour:
Percentage of consumers receiving benefits:	List type of Consumer benefits: (i.e. paid vacation, paid sick leave, medical, dental, etc.)		
Provide a brief narrative of the programs philosophy and services provided to help consumers maximize their vocational skills.			



New Habilitation Vendor Application Requirements

- ◆ Submit the following vendor information to the vendoring regional center:
 - Form DS 1890, Vendor Application.
 - A signed Home and Community Based-Services Provider Agreement (Identified in regulations as Medi-Cal Program Provider Agreement Claim Certification)
 - A Program Design

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PROGRAM DESIGN REQUIREMENTS (√)

Requirement	Day Programs	Hab. Providers
Philosophy		√
Purpose and goals	√	√
Anticipated consumer outcomes stated in measurable terms	√	√
Program curriculum	√	√
Description of its existing or proposed program	√	√
Description of location/geographic area	√	√
Number of individuals served		√
Schedule of vendor's direct service operating hours	√	√

PROGRAM DESIGN REQUIREMENTS (√)

Requirement	Day Programs	Hab. Providers
Staff training plan, if developed or required	√	√
Description of entrance/exit criteria	√	√
Description of how each consumer will achieve IPP objectives	√	√
Consumer assessment procedures	√	√
Evaluation procedures used to determine consumer's progress	√	√
Methods for monitoring consumer progress		√

PROGRAM DESIGN REQUIREMENTS (√)

Requirement	Day Programs	Hab. Providers
Description of internal consumer grievance procedures	√	√
Consumer attendance policy	√	
Statement of staffing ratio	√	
Interactions with regional centers, VR or other related programs		√
Description of program design that demonstrates an understanding of the goals of the WAP pursuant to WIC 4851		√
Description of the plan for use of time when consumers are not engaged in paid work, excluding the lunch period		√
Resources devoted to contract procurement		√
Procedures for time studies for consumer productivity		√

What Service Providers Need to Know

- ♦ Training and or information that must be provided to vendors by regional centers include:
 - Agencies or entities eligible for vendorization.
 - Applicable Title 17 requirements.
 - Regional center review and approval of application.
 - Regional center denial of application.
 - General requirements for regional centers and vendors.

What Service Providers Need to Know

- ♦ Training : (cont.)
 - Requirements for special incidents reporting including regional center's risk management plan.
 - Changes in vendor ownership, location and program profile.
 - Termination of vendorization for noncompliance
 - Vendorization appeals.

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Additional Information

- ♦ DDS Website
 - www.dds.ca.gov
- ♦ DDS Email
 - Work.Services@dds.ca.gov



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Habilitation Services Flow Chart

Authorization, Invoicing and Payment for SEP GP

